

MINNESOTA DISTRICT COURT 9 th JUDICIAL DISTRICT		
JUDICIAL LAW CLERK Appointing Authority: Judge Robert Tiffany		
OFFICE & LOCATION 9 th Judicial District Hubbard County Courthouse Park Rapids, Minnesota	CLASS Judicial Law Clerk	WORK SCHEDULE Full-time

Applications are currently being accepted for the **Judicial Law Clerk** position with Judge Robert Tiffany in Park Rapids, Minnesota. This position will begin on or about September 2, 2008.

DESCRIPTION:

The individual selected will work with trial court Judge Robert Tiffany and will perform legal research, draft orders and memoranda, attend some hearings and trials, and assist with jury instructions. The law clerk will work on issues in all areas of the law including civil, juvenile, probate, and zoning law, with an emphasis on criminal and family law.

QUALIFICATIONS:

- ☐ Graduate of an accredited law school.
- ☐ Experience using a Windows operating system.
- ☐ Experience using Microsoft Word.
- ☐ Experience using Westlaw
- ☐ Successful candidate will be required to pass a criminal background check prior to appointment.

SALARY:

\$21.09 per hour and includes excellent State of Minnesota benefits.

TO APPLY:

Persons interested must mail a resume, completed application, transcript, and writing sample to:

**Hon. Robert Tiffany
District Court Judge
Hubbard County Courthouse
301 Court Avenue
Park Rapids, MN 56470**

Applications can be obtained on line at www.mncourts.gov or by calling 9th District Administration at (218)759-4361.

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED.

Position # 00473300

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